



BUSINESS EDUCATION SECTION STATE STAFF

Department of Elementary and Secondary Education

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PRIMARY RESPONSIBILITIES

State FBLA-PBL Chair

Teacher Inservice

Curriculum

Monitor Career Education Programs

Mentoring Program

State FBLA Adviser

Teacher Inservice

Monitor Career Education Programs

Curriculum

Mentoring

Teacher Inservice

Missouri ACTE/MBEA Liaison

Monitor Career Education Programs

State PBL Adviser

Equipment Approval & Inventory

Teacher Inservice

Monitor Career Education Programs

Supervised Business Experience

FBLA-PBL State Adviser's Assistant

MBEA Conference Assistant

Visit our Website Address:

http://dese.mo.gov/divcareered/business_ed_index.htm

Business Education Web Page

New information is continually added to the Web. Look for information about upcoming in-service opportunities, FBLA-PBL activities, new online resources, certification, MBEA information and activities, and more.

Bookmark the following home page for easy reference:

http://dese.mo.gov/divcareered/business_ed_index.htm

Click on the BE Resource Book for further information on curriculum, advisory committees, MSIP, program evaluation, and more.

Business Education Discussion List

Don't miss out on one of the best resources Missouri business teachers have to network with other professionals. The MO-BusEd Discussion List offers business teachers the opportunity to share ideas, information, and questions relating to business education curriculum.

To subscribe (or unsubscribe) to MO-BusEd go to:

<http://lists.more.net/mailman/listinfo/mo-bused>

MO-BusEd is a monitored electronic discussion list with owner subscription approval required.

GRANT INFORMATION

Career Education Program Approval (New or Expanded)

The Missouri State Plan for Career Education makes provisions for programs, services and activities to serve secondary students enrolled in career education business classes. Districts that seek financial support for career education business classes must prepare and submit to the Department an application between September 1 and May 1 of the school year prior to the operation of the program.

Monies are available on a 50% matching basis to help purchase equipment, software, and furniture for the approved career education business class(es).

The Application for Approval of Career Education Programs may be found at the website listed below.

Contact person: Carey Smith, (573) 751-3484, carey.smith@dese.mo.gov

Website: <http://www.dese.mo.gov/divcareered/forms.htm>

Vocational-Technical Education Enhancement Grants

Goal: To expand and enhance the quality of Missouri's occupational preparatory (long-term) career education programs through improved alignment with business and industry occupational training needs and increased emphasis on training for occupations that have been determined to be in critical shortage.

Eligibility: Missouri public high schools, career centers and community colleges currently operating Department-approved occupational preparatory career education programs.

Allowable expenditures: Curriculum enhancement, instructional equipment (minimum \$200 unit cost), facility improvement (restricted to 25% of the grant award)

Amount: No maximum amount of grant funds is established. Local education agencies must match the requested grant funds for instructional equipment expenditures on at least a 25% local/75% state basis and for other expenditures on at least a 50% local/50% state basis.

Local match: Local education agencies must expend at least 25% for instructional equipment purchases and/or 50% for other allowable purchases from local fund sources.

Application process: Requests for proposals (RFP) will be posted on the website in December of each year. Applicants must develop a grant proposal and forward it to the Division of Career Education by February 28. Grant awards are announced in mid-June and funds may be expended after July 1.

Contact person: Don Walker, (573) 751-3872, don.walker@dese.mo.gov

Website: <http://dese.mo.gov/divcareered/grants.htm>.

A sample grant will be available after January 1.

http://www.dese.mo.gov/divcareered/business_ed_index.htm.

**BUSINESS EDUCATION
PUBLISHING COMPANIES**

South-Western/Thomson

Carol Beeman
2801 North Iowa
Joplin, MO 64801
417-623-2627
E-mail: CarolL.Beeman@thomson.com

Glencoe/McGraw-Hill

Mary Lou Michler
8787 Orion Place
Columbus, OH 43240
314-514-8682
E-mail: mary_lou_michler@mcgraw-hill.com

Pearson Prentice Hall

Brandon Elliott
1 Lake Street
Upper Saddle River, NJ 07458
800-435-3499 X5142
614-891-8850
E-mail: Brandon.elliott@phschool.com

EMC Paradigm Publishing

Kathi Cartwright
875 Montreal Way
St. Paul, MN 55102
888-799-7686
E-mail: kcartwright@emcp.com

EDUCATIONAL ACRONYMS

ACTE - Association for Career and Technical Education

CSIP (Comprehensive School Improvement Plan) - a plan developed by local schools to incorporate all major concerns identified by their MSIP Review and confirmed by the Department School Improvement Committee

CISCO Academies - A networking program that provides students the opportunity to learn skills to design, install, operate, and maintain state-of-the-art computer networks. Students may choose to obtain certification (CCNA—Cisco Certified Network Associate) which is a recognized industry standard certification.

CIP Code - A code number issued by the U. S. Department of Education to identify vocational (occupational) program titles

Course Code - A code number issued by the Missouri Department of Elementary and Secondary Education to identify courses through the core data system

CTSO – Career and Technical Student Organization

DESE - Department of Elementary and Secondary Education (Missouri)

FBLA - Future Business Leaders of America (secondary business student organization)

FV-1- A form used to submit adult and postsecondary courses for reimbursement

FV-3 - Guide for Submitting Applications for New/Expanding Career Education Programs

FV-4 - Application for Authorization of Career Education Expenditures

FV-2 - Reimbursement Request for Approved Career Education Expenditures

LEA - Local Education Agency

MBEA - Missouri Business Education Association

MSIP - Missouri School Improvement Program

Missouri ACTE - Missouri Association for Career and Technical Education

NBEA - National Business Education Association

PBL – Phi Beta Lambda (postsecondary business student organization)

SBE - Supervised Business Experience (provides both classroom instruction and on-the-job work experience)

VEDS – Vocational Education Data System (follow up of career education students)

VIMS – Vocational Instructional Management System

Resources@MCCE

Resources@MCCE is the largest library of its kind in Missouri, designed to supplement and enhance your career education curriculum. The center is a provider of materials, services, and information related to career education course offerings. Materials include videos, textbooks, and activities for students. The materials are loaned to Missouri educators free of charge. The only expense is the return postage. Curriculum areas include, but are not limited to:

business etiquette
workplace ethics
career development/job search
communication skills
economics
entrepreneurship

finance
international business
national standards
parliamentary procedure
professional development
workplace skills

Visit the Resources@MCCE website to find these resources and more:

<http://resources.mcce.org>

INSTRUCTIONAL MATERIALS LABORATORY (IML)

The Instructional Materials Laboratory (IML) is located at the University of Missouri, Columbia. IML offers a variety of classroom-ready instructional materials. Examples of curriculum available to business educators are: competency profiles for over 17 courses; activity modules for workplace behaviors, desktop publishing/multimedia, and e-business.

Visit their website to obtain a complete listing of materials available:

<http://www.iml.missouri.edu>.